

**Instruction: This is a model letter. Adapt to fit your facts and circumstances.**

<date>

Name  
Address  
Address

**RE: Closing the Estate of \_\_\_\_\_**

Dear Name :

I am writing to inform you that \_\_\_\_\_, Co-Executrixes of the Estate of \_\_\_\_\_, have filed a Petition to Close the Estate in the Chancery Court of \_\_\_\_\_ County, \_\_\_\_\_. Before the Estate can be closed and the monies disbursed, your signature is required on the enclosed Waiver of Process and Entry of Appearance. I ask that you sign this document and have it notarized, and return it to me in the enclosed self-addressed stamped envelope as soon as possible, so that the money and/or property in the Estate owing to you can be disbursed and the Estate closed. I must also advise you of your right to seek the opinion of independent legal counsel prior to signing the Waiver of Process and Entry of Appearance as your decision to do so could affect your legal rights.

Also enclosed for your review is a copy of Last Will and Testament. Along with the Will, I have enclosed an Heir Inventory to summarize how the Will directs for the Estate property to be disbursed. The Estate has approximately \$ \_\_\_\_\_ in cash assets. All court costs, fees and other expenses of the Estate must be deducted from this amount prior to disbursement to the heirs.

I again ask that you sign the Waiver of Process and Entry of Appearance document and have it notarized, and return it to me in the enclosed self-addressed stamped envelope as soon as possible, so that the money in the Estate owing to you can be disbursed and the Estate closed. None of the heirs can receive the money and/or property due them and no funds can be disbursed until **all heirs** have returned the signed form.

Sincerely,

:  
Enclosure